

VICENZA SOLDIER FOR LIFE-TRANSITION ASSISTANCE PROGRAM

TRANSITION REQUIREMENTS



TRANSITION ASSISTANCE PROGRAM
Start Strong • Serve Strong • Reintegrate Strong • Remain Strong

VOW requirements are mandated by law (VOW Act). Career Readiness Standards (CRS) are required by White House policy.

Timeline	Benchmark	Description	Time required (Approximate)	Facilitated by	Requirement / Deliverable	To complete	Required by
NLT 12 months (Recommended NLT 18 months, NLT 24 months for Retirement)	PRE-SEPARATION COUNSELING	General transition information by means of standardized presentations (Automated)	1-2 hours	Automated; Assistance provided by SFL TAP staff	Completion of DD Form 2648/2648-1 (Pre-Separation Counseling Checklist)	Automated requirement (complete any time) From SFL TAP Computer lab or other location, visit www.acap.army.mil . Log in with AKO username and password; complete registration and 90-minute brief. Upon completion, print DD Form 2648/2648-1.	VOW
	INDIVIDUAL INITIAL COUNSELING	<i>To be completed within two weeks of pre-separation counseling.</i> Introduces personal transition assistance to ensure transitioners have the opportunity ask questions, seek clarification and receive assistance one-on-one.	2-3 hours	SFL TAP staff	Completion of DD Form 2648/2648-1 (Pre-Separation Counseling Checklist)	Meet one-on-one with an SFL TAP Counselor (appointment) During the counseling, the DD Form 2648-/2648-1 (Pre-Separation Counseling Checklist) is reviewed and client's needs, interests, and future goals are discussed. SFL TAP Counselor will provide an overview of SFL TAP services and opportunity to schedule future appointments and start making plans for a successful transition. Will receive information about requirements and recommended timelines.	VOW

VICENZA SOLDIER FOR LIFE-TRANSITION ASSISTANCE PROGRAM (SFL-TAP) TRANSITION REQUIREMENTS

NLT 10 months	FINANCIAL PLANNING SEMINAR/12 MONTH BUDGET	Information and tools to identify financial responsibilities, obligations and goals after transition from the military.	5-6 hours for seminar; 2 hours for budget preparation	SFL TAP Financial Counselor	Completion of 12-month post-separation financial plan (Completed during Financial Planning Seminar)	Attend Transition Workshop, offered monthly at SFL TAP Center (Contact SFL TAP Staff at 634-7188/7189 or usarmy.vicenza.imcom-europe.mbx.acap@mail.mil to register or visit www.acap.army.mil to register online) <i>Completed during Transition Workshop/Financial Planning Workshop</i>	CRS
	INDIVIDUAL TRANSITION PLAN (ITP)	Step-by-step plan to document post-military personal and professional goals and objectives. Evolving document that is reviewed, modified, and verified throughout transition preparation. It is introduced during pre-separation counseling.	2 hours	SFL TAP staff; Commanders	Draft: Created during Individual Initial Counseling Completion: ITP signed by first commander under authority of UCMJ	See Individual Initial Counseling	CRS
NLT 9 months	MOS CROSSWALK/MILITARY TO CIVILIAN GAP ANALYSIS	Examination of military experience, education and training, identification of civilian occupations that align with experience. Gaps between desired civilian career and requirements for that occupation are documented.	2 hours	SFL TAP staff	Completed Gap Analysis worksheet(Completed during Transition Workshop)	Attend Transition Workshop, offered monthly at SFL TAP Center (Contact SFL TAP Staff at 634-7188/7189 or usarmy.vicenza.imcom-europe.mbx.acap@mail.mil to register or visit www.acap.army.mil to register online) <i>Completed during Transition Workshop/MOS Crosswalk Seminar</i>	CRS

VICENZA SOLDIER FOR LIFE-TRANSITION ASSISTANCE PROGRAM (SFL-TAP) TRANSITION REQUIREMENTS

NLT 9 months (cont'd)	DOL EMPLOYMENT WORKSHOP (DOLEW) > DOL GOLD CARD	Job search assistance provided by professionally trained facilitators focusing on how to write effective resumes, cover letters, interviewing techniques and methods for successful job searches. Information provided includes labor market conditions, individual competency and skill assessments and up-to-date information regarding veteran benefits.	24 hours	DOL	Attendance at 3-day/24-hour DOL Employment Workshop	Attend Transition Workshop, offered monthly at SFL TAP Center and offered monthly via the Virtual Center (Contact SFL TAP Staff at 634-7188/7189 or usarmy.vicenza.imcom-europe.mbx.acap@mail.mil to register or visit www.acap.army.mil to register online) Must attend entire workshop to receive credit. <i>Retirees with 20+ years of service are exempted, though it is recommended that they attend.</i>	VOW
	INDIVIDUALIZED ASSESSMENT TOOL	Completion of career assessment tool (e.g. Kuder Journey)	< 1 hour	SFL TAP Education Counselor		Complete assessment <i>Completed during Transition Workshop/MOS Crosswalk Seminar</i>	CRS
NLT 6 months	VA BENEFITS BRIEFINGS I & II	Information about VA benefits, to include healthcare, education, life insurance, home loan guaranty, disability compensation, vocational rehabilitation and employment benefits and programs	6 hours (VA I, 4 hours & VA II, 2 hours)	VA	Attendance at VA Benefits Briefs I & II	Attend Transition Workshop, offered monthly at SFL TAP Center (Contact SFL TAP Staff at 634-7188/7189 or usarmy.vicenza.imcom-europe.mbx.acap@mail.mil to register or visit www.acap.army.mil to register online) <i>Completed during Transition Workshop/VA Benefits Briefings I & II</i>	VOW

VICENZA SOLDIER FOR LIFE-TRANSITION ASSISTANCE PROGRAM (SFL-TAP) TRANSITION REQUIREMENTS

NLT 6 months (cont'd)	EBENEFITS REGISTRATION	eBenefits is a portal; a central location for Veterans, Service Members, and their families to research, find, access, and, in time, manage their benefits and personal information	< 1 hour	SFL staff		Registration for eBenefits online account <i>Completed during Individual Initial Counseling (see above)</i> <i>Completed during Individual Initial Counseling (see above)</i>	CRS
N/A	CONTINUUM OF MILITARY SERVICE OPPORTUNITY COUNSELING (Active Duty only)	Counseling with Reserve Component Career Counselor			DD Form 4856 or other documentation provided by Reserve Component Career Counselor	Meet with Reserve Component Career Counselor <i>Completed during Transition Workshop</i>	CRS
NLT 3 months	JOB APPLICATION PACKAGE		N/A	SFL TAP Counselor, DOL	Resume, Reference List and at least 2 submitted job applications OR job offer letter	Provide resume, reference list and documentation of 2 submitted job applications OR job offer letter to SFL TAP Counselor. Upload resume to eBenefits. <i>Resume will be drafted during DOL Employment Workshop</i>	CRS
NLT 3 months	CAPSTONE	Final quality control checkpoint to ensure that requirements were met; Warm hand-off to VA or DOL representative if Soldier if not VOW/CRS compliant			DD Form 2958 signed by Soldier, SFL TAP Counselor and Commander	DD Form 2958 signed by Soldier, SFL TAP Counselor and Commander	CRS
Voluntary	SPECIALIZED TRAINING	Completed specialized training as related to post-military goals			N/A	Specialized tracks offered through SFL-TAP are: entrepreneurship, career technical training and higher education. Additional workshops offered through Army Community Service and local service agencies.	